

DELAWARE STATE FIRE SCHOOL INSTRUCTOR PORTAL



VIEW CONTRACTS

ACCEPT CONTRACTS

REJECT CONTRACTS

PRINT REMINDERS

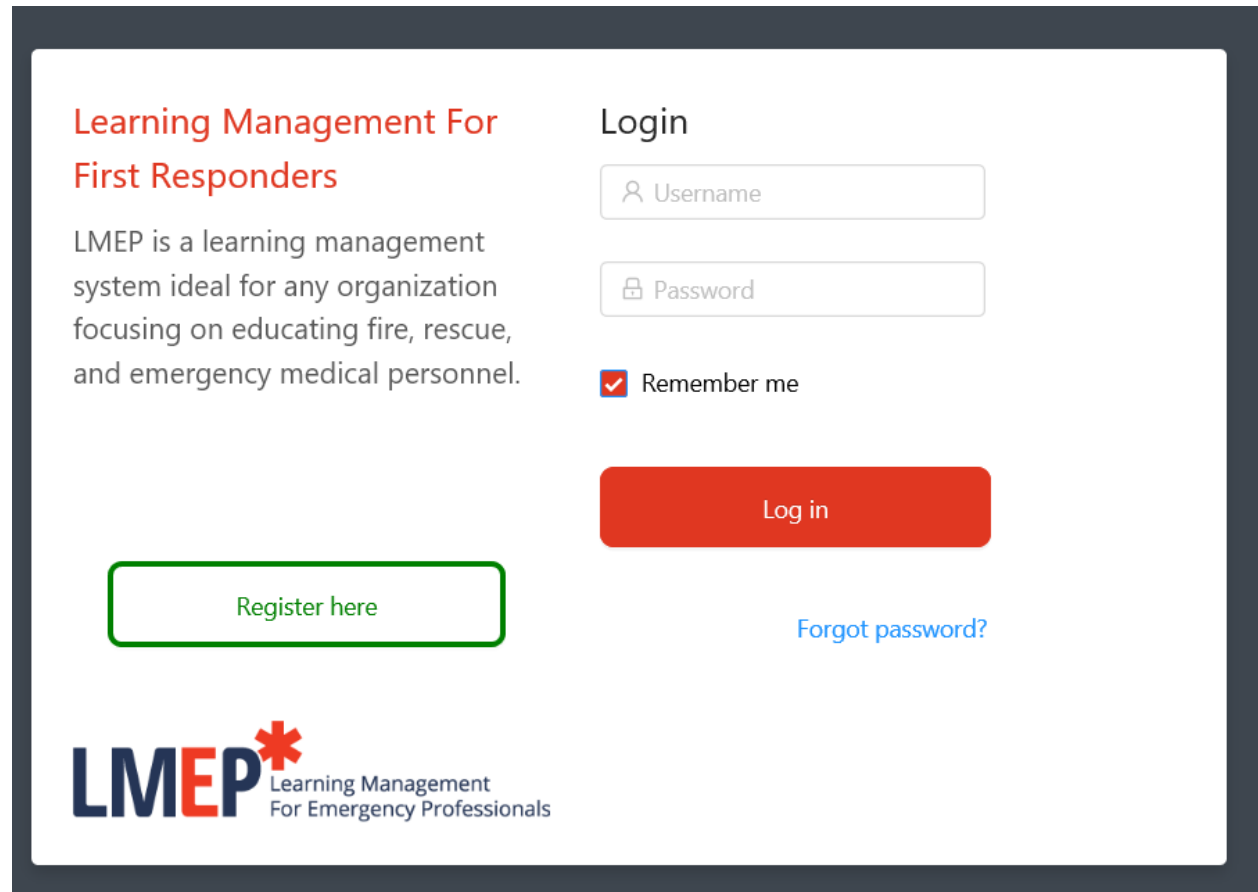
***REVIEW CALENDAR WITH UPCOMING
CLASSES YOU ARE TO TEACH
And PRINT CALENDAR***

Updated July 14, 2021

To Access the Delaware State Fire School Instructor Portal:

The Instructor Portal will work in any internet browser but is better used with Google Chrome or Microsoft Edge. The State of Delaware no longer supports the Internet Explorer (IE) browser.

Go to this URL: <https://de.lmep.tech>

The image shows a web page for 'Learning Management For First Responders' (LMEP). On the left, there is a description of LMEP as a learning management system for fire, rescue, and emergency medical personnel. Below this is a green-outlined button labeled 'Register here'. On the right, under the heading 'Login', there are two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me' which is checked. A red 'Log in' button is positioned below the checkbox. To the right of the 'Log in' button is a blue link that says 'Forgot password?'. At the bottom left of the page is the LMEP logo, which consists of the letters 'LMEP' in blue and red, followed by a red asterisk and the text 'Learning Management For Emergency Professionals'.

To Log-In for the FIRST TIME or to CHANGE PASSWORD:

<https://de.lmep.tech/login/createpassword>

Enter your Email Address (that is on file with Delaware State Fire School.)
Click on Create Password. You will be sent an email to reset your password. Follow link in email.

Password Parameters: At least 10 characters (can be more). Must have a combination of Upper case letters, lower case letters, numbers and a symbol.
Passwords must be changed every 90 days.

ACCESS FROM EMAILS SENT AUTOMATICALLY FROM THE SYSTEM:

This is the initial email you will get when you have an assignment to teach.

You Have New Contracts Available



Symbiosys Consulting <no-reply@symbiosysconsulting.com>(Symbiosys Const
To: TestFire.School (MailBox Resources)

Reply Reply All Forward ...

Wed 3/3/2021 1:20 PM

The actual sender of this message is different than the normal sender. Click here to learn more.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi [REDACTED],

The Delaware State Fire School would like to inform you that you have lesson(s) pending for review. Please log into the DSFS Instructor Portal to accept or reject your employment agreement.

[Click here to review your pending contracts](#)

This is an automated reminder issued by the Delaware State Fire School. You will be reminded every two weeks of this pending contract until it is accepted or rejected.

THIS MESSAGE IS INTENDED FOR [REDACTED]

IF THIS IS NOT YOU, PLEASE CONTACT US AT +1 (302) 739-4773

DASHBOARD - Portal:

Once you log-in, click on the “Dashboards” in upper left menu bar. This page is your home page and will show you if you have any outstanding (pending) instructor contracts that you have not accepted/rejected yet (Contracts awaiting a decision).

Each Class will be separated. You will see the Course Name and for whom it is being conducted for. You will see the blocks you are being asked to work, with the date, and start and end time. Check Mark = Approve - “X” = Reject - for that date/time.

The screenshot shows the LMEP dashboard interface. At the top, there's a navigation bar with 'Dashboards' highlighted. Below the navigation bar, there's a section for 'Impersonate User: TERRY JESTER (@tjester@comcast.net)'. A password field is present with a 'Commit' button. The main content area is titled 'Contracts awaiting a decision'. It contains two tables of pending contracts.

Block	Date	Start	End	Check Mark	X
1 SAFE RESCUE SubBlock1 SubBlock2	Mar 4, 2021	16:00	19:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 RESCUE SEQUENCE SEQUENCE RHOTS	Mar 5, 2021	09:00	12:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 CLOTHING AND EQUIPMENT	Mar 6, 2021	09:00	12:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 WATER RESCUE EVOLVS	Mar 7, 2021	09:00	12:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Block	Date	Start	End	Check Mark	X
1 ESCAPE PLANNING	Mar 12, 2021	09:00	12:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To Accept the assignment, click the Check Mark. It will turn blue.

To Reject the assignment, click the “X” mark. A window will pop-up to enter the reason you are rejecting.

Rejection reason

Please explain, for our records, why you are rejecting this lesson

After you have finished accepting or rejecting lessons on this assignment you must enter your password and press the commit button.

Working at day job

Cancel OK

Block	Date	Start	End	Estimated Pay	Status
1 AUDIO VISUAL PRACTICAL	Feb 9, 2019	15:45	16:00	\$0.00	✓ X
2 INSTRUCTOR AS A PROFESSIONAL	Feb 9, 2019	15:30	15:45	\$0.00	✓ X
3 CLASSROOM INSTRUCTION	Feb 9, 2019	09:00	15:30	\$153.57	✓ X

Start	End	Estimated Pay	✓	X
15:45	16:00	\$0.00	✓	X
15:30	15:45	\$0.00	✓	X
09:00	15:30	\$153.57	✓	X

Once the Reason for Rejection is entered, click OK, The “X” Mark will turn Red.

You are not finished.....You can go ahead and accept/reject any other assignments on the Dashboard. But when you are finished clicking the buttons, you must complete the commitment by entering your password.

Impersonate User: TERRY JESTER (@9chef@comcast.net) ✓

Enter your password to affirm that you agree to these terms. Once a contract has been submitted it cannot be modified by the user. You are impersonating a user - you must still provide YOUR password.

Commit

Contracts awaiting a decision

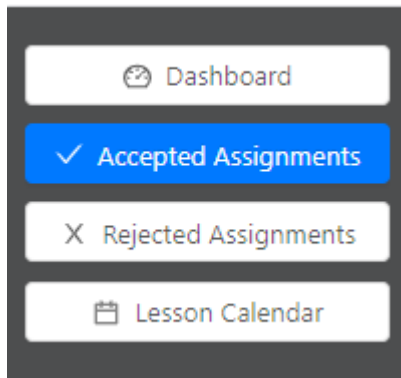
WATER RESCUE I LITTLE CREEK FIRE COMPANY

Block	Date	Start	End	Status
1 SAFE RESCUE SubBlock1 SubBlock2	Mar 4, 2021	16:00	19:00	✓ X
2 RESCUE SEQUENCE SEQUENCE KNOTS	Mar 5, 2021	09:00	12:00	✓ X
3 CLOTHING AND EQUIPMENT	Mar 6, 2021	09:00	12:00	✓ X
4 WATER RESCUE EVOLS	Mar 7, 2021	09:00	12:00	✓ X

DSFS DISPLAY ACADEMY OF DOVER

Block	Date	Start	End	Status
1 ESCAPE PLANNING	Mar 12, 2021	09:00	12:00	✓ X

NOTE: You may be given an two assignments for the same day with times for morning and times for afternoon. This is the way this system is programmed for some blocks. PLEASE ACCEPT BOTH MORNING AND AFTERNOON FOR THE DAY. If you cannot work the entire day, please reject all. If you have a situation that you cannot accept both, please contact the Program Manager.



Once the Commitment password has been entered, the assignments go into the Accepted or Rejected areas of the system.

They will appear in date order.

The current date forward is the default when you enter the page. Click on “SHOW ALL” button to see previous assignments.

Dashboard
Accepted Assignments
Rejected Assignments
Lesson Calendar

All Accepted Assignments

Show All

	Date	Start	End	Hours	OT Hours	Estimated Pay	Course Name	Client Name	Block
<input type="radio"/>	Aug 5th, 2021	19:00	22:00	3	0	\$76.79	INCIDENT OPS - POST INCIDENT	CITIZENS HOSE FIRE COMPANY	INCIDENT OPS - POST INCIDENT
<input type="radio"/>	Apr 25th, 2021	09:00	16:00	6	0	\$153.57	BASIC FIREFIGHTING SKILLS 0918	DELAWARE STATE FIRE SCHOOL KENT	FIRE DEPT SAFETY
<input type="radio"/>	Apr 24th, 2021	09:00	16:00	6	0	\$153.57	BASIC FIREFIGHTING SKILLS 0918	DELAWARE STATE FIRE SCHOOL KENT	FIRE DEPT SAFETY
<input type="radio"/>	Mar 10th, 2021	19:00	22:00	3	0	\$76.79	INCIDENT OPS - POST INCIDENT	VOLUNTEER HOSE FIRE CO	INCIDENT OPS - POST INCIDENT
<input type="radio"/>	Mar 10th, 2021	08:00	17:00	9	0	\$230.36	N R E M T WRITTEN EXAMINATION	DELAWARE STATE FIRE SCHOOL KENT	NREMT WRITTEN EXAMINATION
<input type="radio"/>	Mar 6th, 2021	15:45	16:00	0	0	\$0.00	FIRE AND EMERGENCY SERVICES HYBRID INSTRUCTOR I	DELAWARE STATE FIRE SCHOOL KENT	LESSON PLAN PRESENTATIONS
<input type="radio"/>	Mar 6th, 2021	09:00	15:45	6	0	\$153.57	FIRE AND EMERGENCY SERVICES HYBRID INSTRUCTOR I	DELAWARE STATE FIRE SCHOOL KENT	CERTIFICATION EXAM AND LESSON PLAN PRESENT
<input type="radio"/>	Feb 24th, 2021	19:00	22:00	3	0	\$76.79	SEXUAL HARASSMENT AND DISCRIMINATION	VOLUNTEER HOSE FIRE CO	SEXUAL HARASSMENT AND DISCRIMINATION
<input type="radio"/>	Feb 20th, 2021	15:45	16:00	0	0	\$0.00	FIRE AND EMERGENCY SERVICES HYBRID INSTRUCTOR I	DELAWARE STATE FIRE SCHOOL KENT	CHAPTERS QUIZ AND CLASSROOM INSTRUCTION
<input type="radio"/>	Feb 20th, 2021	09:00	15:45	6	0	\$153.57	FIRE AND EMERGENCY SERVICES HYBRID INSTRUCTOR I	DELAWARE STATE FIRE SCHOOL KENT	SKILLS BASED TRAINING AND 5 MINUTE TALK

Last updated at: 14:33:01
277 items total | Showing items from 1 to 10
1 2 3 4 5 ... 28 > 10 / page

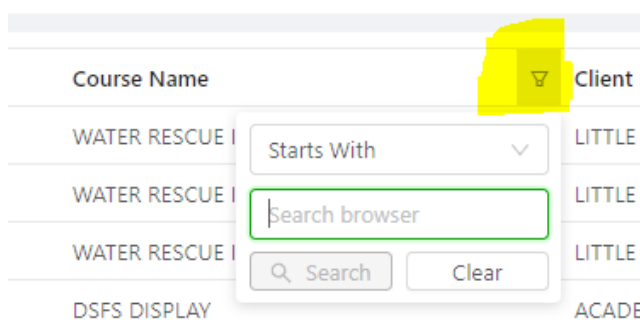
The Date column can be sorted by Ascending or Descending by clicking on the word “Date” in the column.

Show All

	Date	Start	End	Hours	OT Hours	Estimated Pay	Course Name	Client Name	Block
<input type="radio"/>	Apr 18th, 2009	09:00	15:15	6	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	OPERATIONS
<input type="radio"/>	Apr 18th, 2009	15:15	15:30	0	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	EVOLUTIONS
<input type="radio"/>	Apr 18th, 2009	15:30	15:45	0	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	OPERATIONS
<input type="radio"/>	Apr 18th, 2009	15:45	16:00	0	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	MONITORING
<input type="radio"/>	Apr 19th, 2009	09:00	15:15	6	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	MONITORING
<input type="radio"/>	Apr 19th, 2009	15:15	15:30	0	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	EVOLUTIONS
<input type="radio"/>	Apr 19th, 2009	15:30	15:45	0	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	OPERATIONS
<input type="radio"/>	Apr 19th, 2009	15:45	16:00	0	0	\$0.00	HAZARDOUS MATERIALS RESPONSE SKILLS	DELAWARE STATE FIRE SCHOOL KENT	OPERATIONS
<input type="radio"/>	May 2nd, 2009	09:00	16:00	6	0	\$0.00	BASIC FIREFIGHTING SKILLS	DELAWARE STATE FIRE SCHOOL KENT	FF GEAR, FITNESS AND DRIVING
<input type="radio"/>	May 3rd, 2009	09:00	16:00	6	0	\$0.00	BASIC FIREFIGHTING SKILLS	DELAWARE STATE FIRE SCHOOL KENT	FF GEAR, FITNESS AND DRIVING

Last updated at: 14:34:08
277 items total | Showing items from 1 to 10
1 2 3 4 5 ... 28 >

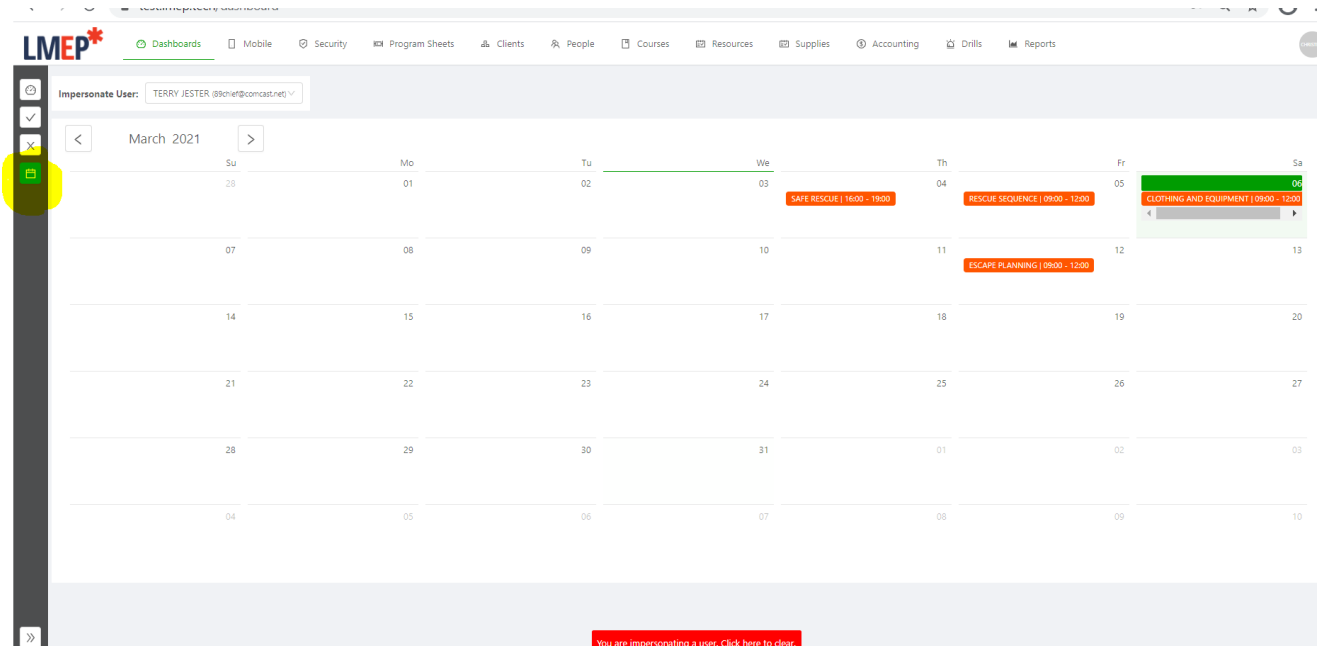
THE RADIO BUTTONS DO NOT DO ANYTHING AT THIS TIME.



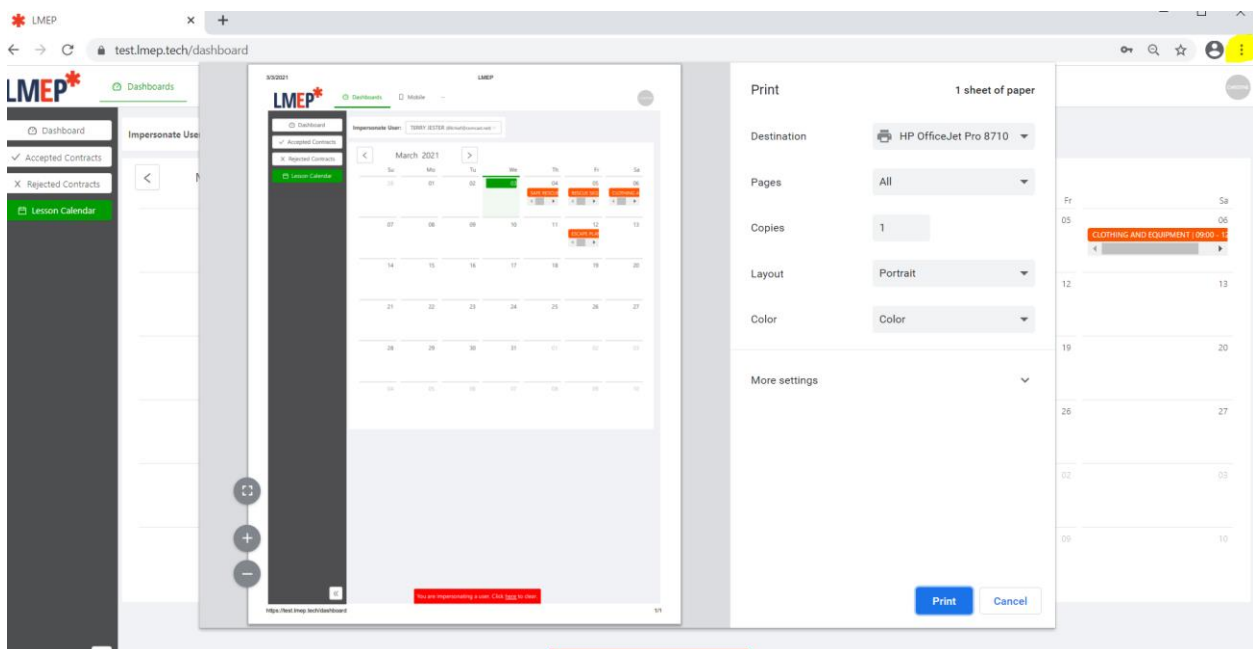
You can also search columns by Course, by Client Name and by Block by using the filter icon at the end of the column.

LESSON CALENDAR:

The Lesson Calendar will put all classes you have accepted on a calendar.



You can print your calendar by Right Clicking on it and using your browser print feature or by clicking the three dots in the URL banner and selecting print.



Reminder Emails:

This is the Reminder email you will get every two weeks if you do not take any action (accept or reject) to your pending assignments:

You have assignment(s) pending review



Delaware State Fire School <no-reply@lmep.tech>
To: TestFire.School (MailBox Resources)

Reply Reply All Forward ...

Wed 6/2/2021 2:00 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The Delaware State Fire School would like to inform you that you have employment agreement(s) pending your review. We invite you to make use of our automated instructor services portal to accept this employment agreement from your computer or smart phone. If you have never used this system before, click Forgot Password when you arrive at the portal and you will be given the opportunity to set your password.

You have 16 assignments across 1 program sheet that require attention.

[Click here to review your pending employment agreements](#)

Or type the following URL into your browser

<https://test.lmep.tech/dashboard>

This is an automated reminder issued by the Delaware State Fire School. You will be reminded every two weeks of this pending employment agreement until it is accepted or rejected.

THIS MESSAGE IS INTENDED FOR CHAD INGRAM
IF THIS IS NOT YOU, PLEASE CONTACT US AT +1 (302) 739-4773.

This is the Reminder email you will get two weeks before your assignment when you have accepted it.

Reminder: Teach FLAMMABLE LIQUIDS EVOLUTIONS on 6/10/2021



Delaware State Fire School <no-reply@lmep.tech>
To: TestFire.School (MailBox Resources)

Reply Reply All Forward ...

Thu 5/27/2021 2:30 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is a reminder that you are scheduled to teach FLAMMABLE LIQUIDS EVOLUTIONS (21-013-0004-04) starting on Thursday, June 10, 2021. For more details click the link below.

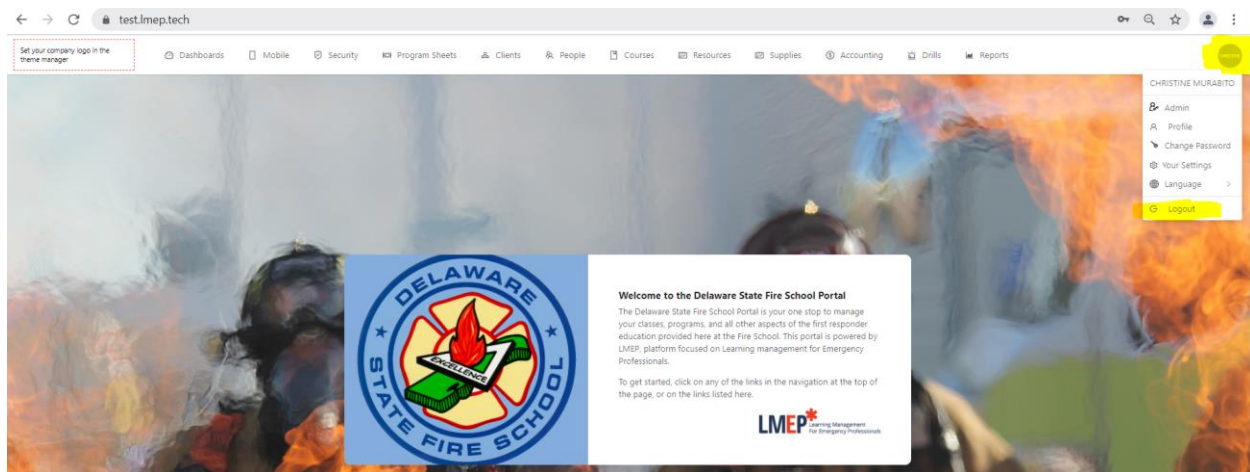
[Click here to review the assignment in your browser.](#)

This is an automated notice issued by the Delaware State Fire School.

THIS MESSAGE IS INTENDED FOR GLENN GILLESPIE
IF THIS IS NOT YOU, PLEASE CONTACT US AT +1 (302) 739-4773.

TO LOG-OUT:

Click the circle icon with your name in the upper right corner; select Logout.



FUTURE UPGRADES:

- Ability to change profile information